

Membership Balance Plan
Defense Health Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d) (agency authority), established the Defense Health Board (hereinafter referred to as “the Board”).
2. Mission/Function: The Board, under the provisions of FACA, shall provide the Secretary and Deputy Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and the Assistant Secretary of Defense for Health Affairs (ASD(HA)), independent advice and recommendations to maximize the health, safety, and effectiveness of DoD health care beneficiaries, including matters pertaining to:
 - a. DoD healthcare policy and program management;
 - b. Health research programs;
 - c. Requirements for the treatment and prevention of disease and injury by the DoD.
 - d. Promotion of health and the delivery of efficient, effective, and high quality healthcare services to DoD beneficiaries.
 - e. Other health-related matters of special interest to DoD, as determined by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R).
3. Points of View: The Board shall be composed of not more than 19 members, who are eminent authorities in one or more of the following disciplines: clinical health care, disease and injury prevention, health care delivery and administration, or strategic decision making in government, industry or academia.

DoD has found that viewing complex issues through a multi-discipline advisory committee provides DoD and, more importantly, the American public with a broader understanding on which to base subsequent policy decisions.

DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters handled by the Board.

Each member, based upon his or her individual and professional experience, provides his or her best judgment on the matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as SPECIAL Government employee (SGE) members. Board members shall be appointed on an annual basis by the Secretary of Defense.

The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R). In addition, DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Membership Balance Plan
Defense Health Board

4. Other Balance Factors: None
5. Candidate Identification Process: DoD, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of clinical health care, disease and injury prevention, health care delivery and administration, or strategic decision making in government, industry, or academia. Potential candidates are identified by the USD(P&R), the Designated Federal Officer in consultation with the ASD(HA), and their professional staffs, as well as through recommendations by individual members of the Board.

Once potential candidates are identified, the USD(P&R) reviews the credentials of each individual and narrows the list of potential candidates. During the USD(P&R) review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the anticipated subject matters that will be reviewed by the Board to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Department of Defense Office of General Counsel (DoD OGC) and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the advisory committee's charter and membership balance plan. Following this review, the USD(P&R) formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD established or supported advisory committees.

Following approval by the Secretary or the Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

The Secretary of Defense may approve the appointment of members to the Board, to include its subcommittees, for one-to-four year terms of service with annual renewals. However, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees. Such appointments will normally be staggered among the Board membership to ensure an orderly turnover in the Board's overall composition on a periodic basis. Regular Government officers or employees who participate in DoD's decisionmaking process for this Board are prohibited from serving on the Board or its subcommittees.

Board and subcommittee member vacancies will be filled in the same manner as described in the previous five paragraphs above.

The Secretary of Defense, in consultation with the USD(P&R), shall appoint the Board's President. The USD(P&R) shall appoint the Vice President.

Membership Balance Plan
Defense Health Board

6. Subcommittee Balance: The Department, when necessary and consistent with the Board's mission and DoD policies/procedures, may establish subcommittees, task groups, or working groups to support the Board.

The Secretary or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as members of the Board. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or new nominees, as recommended by the Board's sponsor and based upon the subject matter under consideration, but they must be approved by the Secretary or Deputy Secretary Before participating in any subcommittee work.

Subcommittee members, if not full-time or part-time Government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as special Government employees, whose appointments must be renewed by the secretary of Defense on an annual basis.

The Department has approved the following permanent Subcommittees to the Board:

- a. **Public Health Subcommittee**: This subcommittee shall be composed of not more than 10 members, who are eminent authorities in at least one of the following disciplines; infectious disease, occupational health/medicine, preventive medicine, public health, and toxicology.
- b. **Health Care Delivery Subcommittee**: This subcommittee shall be composed of not more than nine members, who are eminent authorities in at least one of the following disciplines: health care academia; health care finance/economics; health care policy/executive leadership; and patient care.
- c. **Neurological/Behavioral Health Subcommittee**: This subcommittee shall be composed of not more than 10 members, who are eminent authorities in at least one of the following disciplines; neurology, post-traumatic stress disorder, psychiatry; psychology, and traumatic brain injury.
- d. **Medical Ethics Subcommittee**: This subcommittee will be comprised of not more than five members, who are eminent authorities in at least one of the following disciplines: clergy, DoD leadership, human research protection, attorneys with expertise in medical ethics, and military health system beneficiaries. One member must have formal bioethics or medical ethics training or expertise.
- e. **Trauma and Injury Subcommittee**: This subcommittee shall be composed of not more than 10 members, who are eminent authorities in at least one of the following disciplines: civilian or military trauma medicine systems.

Membership Balance Plan
Defense Health Board

- f. Committee on Tactical Combat Casualty Care: This Subcommittee is a permanent work group of the Trauma and Injury Subcommittee and shall be composed of not more than 31 members, who are physicians, nurses, physician assistants, or combat medics with experience in at least one of the following: military trauma medicine or systems or tactical combat casualty care.
- 7. Other: The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered Federal lobbyists.
- 8. Date Prepared/Updated: December 6, 2014